



**Michael Watson**  
SECRETARY OF STATE

**Secretary of State's Office  
Finance and Administration Division  
Finance Project Manager**

**Responsibilities:**

- Work with divisions across the agency to administer and manage federal grants including:
  - reviewing sub-recipient applications, requests for reimbursement, performance and reporting
  - reconciling expenditures in MAGIC and with federal reporting systems and preparing periodic reports
  - developing policies and procedures as needed
  - auditing and retaining all related information including purchases of fixed assets
- Work with Procurement Officer to establish property records for all agency fixed assets purchases. Administer forms and processes to issue and collect equipment from employees. Maintain MAGIC inventory records. Annually audit all equipment. Administer the surplus process for equipment at the end of useful life.
- Administer relevant retention schedules and work with all divisions to ensure that agency records are properly packaged and routed to the State Records Center or Archives. Coordinate destruction of records as per retention schedules and administer related special projects.
- Maintain facilities by routing staff requests and issues to building custodians or DFA and work with all parties until resolution is reached. Issue keys to agency staff and maintain log of keys issued. Coordinate with staff and vendors as needed for moving other related services related as needed.

\*Bachelor's degree in Business Administration with a concentration in Accounting preferred.